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9 November 1971

MEMORANDUM FOR: Assistant Deputy Director for
Intelligence

SUBJECT : Intelligence Leaks

1. I have studied [REDACTED] memorandum on reporting intelligence leaks--against the background of recent OSR work on this subject--and offer the following observations.

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2. If the information is to be put in a format which lends itself to machine manipulation I think all the likely originators of reports of intelligence leaks should report in a standardized format coordinated with the Office of Security. The particular type of retrieval system will have a big influence on the kind of format selected.

3. I attach a draft list of items to be included in this type of report. This is not intended to be an exhaustive list but it is based on the needs reflected in the kinds of questions the White House asked us to consider in our analysis earlier this year.

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4. Under paragraph 2f of [REDACTED] memorandum he asked for an entry concerning recommendations for further action. Normally the Office originating the report of an intelligence leak will not be in a position to make this kind of a recommendation and I think in most cases it would be inappropriate for them to do so.

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[REDACTED]
Deputy Director
Strategic Research

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Report of Leak of Intelligence Information

Source: Author and dateline
Title of Article
Name of journal or newspaper
Date and page number

Subject: Specify weapons systems and country involved,
or other type of subject such as: Intelligence
organization or sources, budgets, personalities,
activities, etc., using multiple codes as
necessary. (For example; Soviet ICBM's, ABM's,
CIA position varies from DIA)

Geographic Area where Leak Probably Occurred: (if
ascertainable) (Washington, Tokyo, Europe, Israel, etc.)

Sources or Information Compromised:
Photography, Comint, Agent source, intelligence
techniques or operation, etc.

Author's characterization of source:
(US Official, Pentagon sources, Intelligence experts,
etc.)

Document where information probably originated: Title
and date (NIE; CIA, State, Defense or other departmental
document or cable; USIB Minutes: etc.)

Gravity of Leak:
Will probably result in loss or degradation of source.
Might result in loss or degradation of source.
Informs others of major intelligence judgment..
Other comments as appropriate.

Recommendation for further action: (This entry will be
filled in by Office of Security after full consideration
of the case)

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